

U.S. Department of Energy

Washington, D.C.

POLICY

DRAFT
DOE P XXX.X

Approved: XX-XX-XX

SUBJECT: TITLE

Policies reflect the Secretary's philosophies and fundamental values. Policies establish high level expectations in the conduct of the Department's mission. Policies are intended to address broad issues within the area of responsibility of the originator, and should not contain specific requirements.

When writing a Policy, keep in mind that the Policy should set a framework under which requirements could be established.

PURPOSE AND SCOPE

Describe the purpose and scope of the Policy. In formulating the purpose and scope statements, provide some background or refer to pertinent legislation.

POLICY

The Policy statement should be clear, concise, and straightforward. Phrases such as "The Department is committed to" and "It is Department policy that" are good accepted ways to introduce these paragraphs. The Policy statement should be no more than 2-3 pages.

BY ORDER OF THE SECRETARY OF ENERGY:

Logo
inserted
here after
approval

NAME
Deputy Secretary